

Grant & Per Diem: Smart Simple Guide

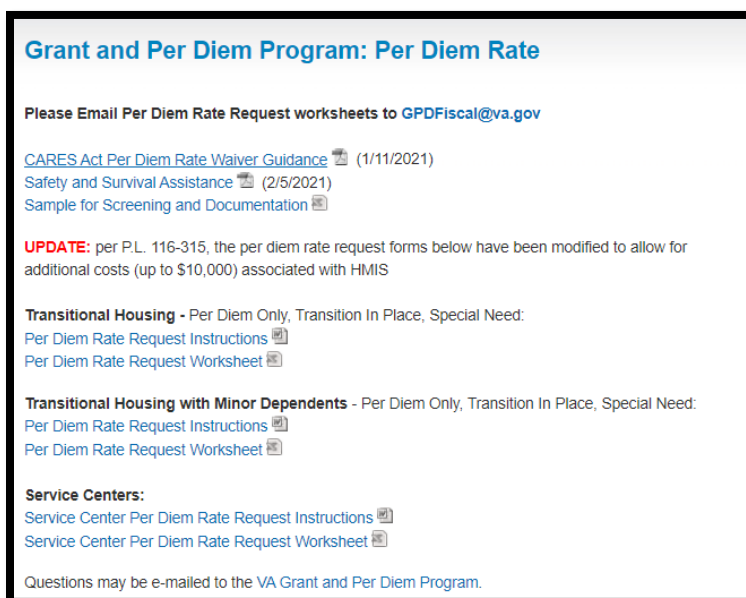
How-To: **Submit an Initial Per Diem Rate Request**

[GPD Provider Webpage](#)

Step 1: Download Per Diem Worksheets from VA Website

Per diem rate request worksheets and instructions are available for download from the GPD Per Diem Rate Website: https://www.va.gov/HOMELESS/GPD_ProviderRate.asp

- Make sure to read the instructions
- Complete the MS Excel worksheet that corresponds to your grant type **before** logging into SmartSimple to complete the Initial Per Diem Rate activity/task



Grant and Per Diem Program: Per Diem Rate

Please Email Per Diem Rate Request worksheets to GPDFiscal@va.gov

[CARES Act Per Diem Rate Waiver Guidance](#) (1/11/2021)
[Safety and Survival Assistance](#) (2/5/2021)
[Sample for Screening and Documentation](#)

UPDATE: per P.L. 116-315, the per diem rate request forms below have been modified to allow for additional costs (up to \$10,000) associated with HMIS

Transitional Housing - Per Diem Only, Transition In Place, Special Need:
[Per Diem Rate Request Instructions](#)
[Per Diem Rate Request Worksheet](#)

Transitional Housing with Minor Dependents - Per Diem Only, Transition In Place, Special Need:
[Per Diem Rate Request Instructions](#)
[Per Diem Rate Request Worksheet](#)

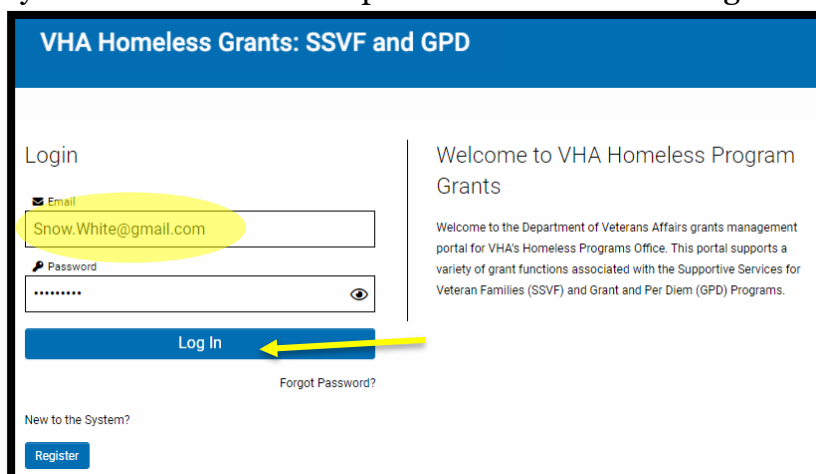
Service Centers:
[Service Center Per Diem Rate Request Instructions](#)
[Service Center Per Diem Rate Request Worksheet](#)

Questions may be e-mailed to the VA Grant and Per Diem Program.

Step 2: Log into SmartSimple

Access Smart Simple: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

- Your agency's SmartSimple point of contact logs into the system
- Enter your email address and password and click the Log In button:



VHA Homeless Grants: SSVF and GPD

Login

Email

Password

[Log In](#)

[Forgot Password?](#)

New to the System?
[Register](#)

Welcome to VHA Homeless Program Grants

Welcome to the Department of Veterans Affairs grants management portal for VHA's Homeless Programs Office. This portal supports a variety of grant functions associated with the Supportive Services for Veteran Families (SSVF) and Grant and Per Diem (GPD) Programs.

Step 3: From Main, select Initial Per Diem Rate activity under My Tasks

From the SmartSimple main page look under **My Tasks** for an **Activity Type** labeled **Initial Per Diem Rate Request**; double click to open this activity/task

VHA Homeless Grants: SSVF and GPD

Click upper left of every page to navigate to the SmartSimple Homepage

Organization Profile User Profile Change Password

Grant Rounds

1-1 of 1

Opportunity Details	
Open	Grant and Per Diem > 2022 GPD Capital Grant - ARP Deadline: 12/06/2021 16:01

My Applications

DRAFT (1) SUBMITTED (1)

#	Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Capital Grant	TEST234-2822-CG-22	GPD TESTING, INC	Draft	

My Grants

ALL GRANTS (2)

#	Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Special Need	TEST234-2369-402-SN-22	GPD TESTING, INC	Approved	
2	Grant and Per Diem	Special Need	TEST234-2370-673-SN-22	GPD TESTING, INC	Approved	

This is where you will access your Initial Per Diem Rate Activity

My Tasks

ALL TASKS (1) PRELIMINARY DOCUMENT REQUEST (0)

#	Organization Name	Grant Type	Grant ID	Activity Type	Status
1	GPD TESTING, INC	Special Need	TEST234-2369-402-SN-22	Initial Per Diem Rate Request	Draft

Step 4: From Main, select Initial Per Diem Rate activity under My Tasks

The information in the template below **must match** the information in the *Per Diem Rate Request Worksheet* that you attach, or the activity will be returned for corrections

VHA Homeless Grants: SSVF and GPD

Home

1 of 2

Approved

Grant Activity

Assign Person: Chelsea Watson

Type: Initial Per Diem Rate Request

Organization Name: GPD TESTING, INC

Grant ID: TEST234-2369-402-SN-22

Status: Draft

Instructions

GPD grantees requesting a per diem rate must first complete a Per Diem Rate Request Worksheet which can be downloaded from https://www.va.gov/HOMELESS/GPD_ProviderRate.asp. Instructions are also available on this webpage. Grantees will need to complete a separate task and worksheet for each FAIN. A per diem rate adjustment can be made at any time and will be effective the 1st of the following month that the request is submitted. A new "task" in SmartSimple will need to be completed for all rate change requests.

*** Rate Request Type**

Indicate if this is a new award.

Please select

*** Requested Per Diem Rate**

This amount must match the Requested Per Diem rate on your worksheet (box 11c)

*** Requested Effective Date**

This date should match your requested effective date on your worksheet. This date should be no sooner than the 1st of the following month your request is submitted (e.g., request submitted October 20, then the earliest effective date is November 1)

mm/dd/yyyy

*** Per Diem Rate Request Form**

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (18 USC 287 and 31 USC 3729); and False Statements Act (18 USC 1001), I declare to the best of my knowledge the foregoing is true and correct.

*** Authorized submitting official's name**

*** Authorized submitting official's title**

*** Authorized submitting official's email**

Save Draft Submit

1. Complete form
2. Click SAVE DRAFT
3. Then SUBMIT

Step 5: Navigate to main page; activity should be in pending status

After submitting the Per Diem Rate Request, navigate to SmartSimple main page (shown in step 3) and your activity/task will indicate **Submitted** status.

GPD program staff will review your request and reach out to the identified point of contact, if there are questions/issues.

My Tasks

ALL TASKS (1)

PRELIMINARY DOCUMENT REQUEST (0)

1-1 of 1

<div></div>	#	Organization Name	Grant Type	Grant ID	Activity Type	Status
<div></div>	1	GPD TESTING, INC	Special Need	TEST234-2369-402-SN-22	Initial Per Diem Rate Request	Submitted

Step 6: Approval email sent; activity complete

Once approved, an email will be sent to the SmartSimple point of contact. Email notification will include the **approved per diem rate** and **effective date**. The status under SmartSimple activity/task will change to **Approved**

Admissions are subject to the approval of the VA GPD Liaison assigned to provide oversight and monitoring of your program.

If future per diem rate changes are necessary, complete a [Per Diem Rate Modification](#) activity.

FAIN: TEST234-2370-673-SN-22

Greetings:

The VA GPD Office received a per diem rate request from your agency for the FAIN listed below. Based on this information our office received it has established the following per diem rate which is indicated below. Eligible bed days or visits are subject to the approval of the VA Liaison assigned to your organization.

VISN : VISN 8: VA Sunshine Healthcare Network
VAMC: 673 - Tampa, FL
PER DIEM RATE: \$123.50
EFFECTIVE DATE: 10/01/2021

Your agency is advised to read the applicable VA regulations and OMB Circulars to ensure it excludes unallowable costs from its per diem estimates. The approved per diem rate assumes that unallowable costs have been excluded. Please review rent and fees in the section below. General and Administrative expenses are allowable only if an Indirect Rate Agreement has been negotiated with your cognizant Federal Agency.

NOTE, if your agency reported that resident rent and/or fees were charged to Veterans (question 7(b)) and this amount was not estimated accurately, please notify our office, as it is likely that your per diem rate would be overstated.

Your organization is required to submit the OMB SF 425 on an annual basis. The reporting period is based on Federal financial reporting fiscal year. Once submitted this form is subject to review and/or audit by the VA.

If you have any questions, please contact the VA National Grant and Per Diem Program Office at GPDFiscal@va.gov. Thank you for participating in this program and serving our Veterans.

Sincerely,
GPD National Program Office